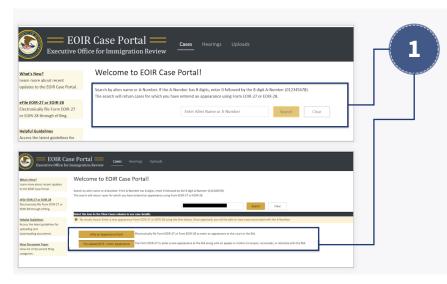
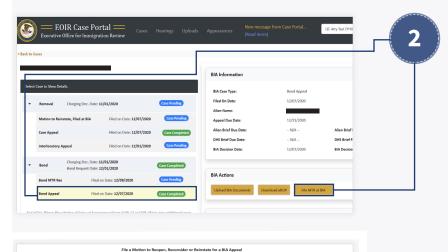


Case Portal File a Motion to Reopen, Reconsider (MTR) for a BIA Appeal



Enter the A-Number or alien name on the **Welcome to EOIR Case Portal** screen; click **Search** for case information. The search will return cases in which you have filed a valid Form EOIR-27 or EOIR-28.

NOTE: Users can electronically submit information required to initiate a new motion to the BIA, if a Form EOIR-27 or EOIR-28 has not been submitted. When submitting appeal or motion initiation documents, the user will submit the EOIR-27, and when required, pay filing fees or provide filing fee information.



Locate and click the applicable case in the **Select Case to View Details** section. Once selected, the case will be highlighted in yellow. Click **File MTR at BIA.** This will open a workflow to assist in uploading all required documents for your appeal package.

If the **File MTR at BIA** button is gray, you cannot file online. This could be due to no Form EOIR-27 being on file; the case being on paper (no eROP); or pending appeal status.

NOTE: All cases and appeals are displayed on one screen. The listing includes closed and pending cases, and any associated appeals. The upper right portion of the screen provides information specific to a selected case or appeal.



Review the MTR submission requirements checklist, which is specific to the type of appeal, and click **Continue.**

Select the **Document Category** and then **Document Subcategory**. Click the **Browse** button. Select a file to upload. NOTE: Size should be no larger than 25 MB (Format- PDF or JPG only)

Click Continue.

Upload a PDF copy of the submitted Form EOIR-27: click the **Browse** button; select a file; and click **Continue**. NOTE: Size should be no larger than 25 MB (Format-PDF format only).

If you had not yet submitted Form EOIR-27, you may file using the **eFile EOIR-27** link to the right.

Bit Creat Information

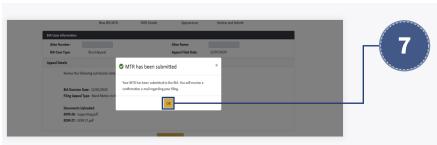
Alien Name:

Bit Creat Information

Aspend Name

Aspend

Review the submission details and click **Submit** to send your motion package to the BIA.



A pop-up window appears confirming that the MTR has been submitted to the BIA. An email confirmation will be sent to the representative's email with the filing information. Click **OK** to return to the list of cases.